United States Department of Agriculture	2009 Financial Management Training May 6-8, 2009
United States Department of Agriculture **Office of the Chief Financial Officer**	**2009 Financial Management Training May 6-8, 2009** **Registration Form**

Registration and completion documentation for this year's training will be maintained in AgLearn. Please follow the instructions below to register for the training breakout sessions. Your registration for the daily general sessions will be automatically recorded when you complete your electronic registration per the instructions provided below.

All registrations must be completed by **Tuesday, April 28, 2009.**

Confirmations will be forwarded via e-mail within 48 hours of your registration.

If confirmation is not received, or if additional information is needed, please contact the USDA Controller Operations Division, Customer Liaison and Training Branch, at 504-426-5471 or via e-mail at customer.training@usda.gov **.**

Note: If you wish to register for **general sessions only**, require **special accommodations**, or are a **non-USDA employee** wishing to register, please e-mail or phone the Customer Liaison and Training Branch.

To register for the breakout sessions (and automatically register for all general sessions) -
Select **eight** of the twelve breakout sessions (1 session per time slot) that you wish to attend.

To register for each breakout session:

1. Click the **Title** of the session you wish to attend in the table below. (You will be prompted to login to AgLearn and will then be taken to the breakout session registration screen).
2. Click **Confirm** to register for the session.
3. Return to this form (it should be the minimized Adobe PDF file on the taskbar at the bottom of your screen).
4. Click the next session title you wish to attend.
5. Click **Confirm.**
6. Repeat steps 3-5 for each session you wish to attend.
7. At any time during or after the registration process, you may view your breakout session selections in AgLearn by clicking on the Learning tab and Current Registrations. This screen may be printed.
8. The system will not allow you to register for more than 1 session during the same time period.
9. Logout of AgLearn.

Registration for the breakout sessions will automatically register you for all general sessions

Wednesday, May 6		
1:15-2:00	1	FMMI Deployment 1 – "What's Left to Be Done"
	2	FMMI Deployment 2 - "Getting Ready for FMMI Implementation"
	3	Update on NFC Systems and Services - webTA, Hosting, etc.
2:15-3:00	7	Natural Resources Conservation Service (NRCS) Review of Open Obligations Tool (ROOT)
	5	Managerial Cost Accounting - Tools; Standard Data Definitions
	6	Hyperion
3:15-4:00	4	FMMI Accounting Data Structure
	8	SmartPay 2
	9	Internal Controls
4:15-5:00	10	CPAIS – Personal Property
	11	Travel – GovTrip; Conference Approval; New Contract Bank
	12	USDA Travel Relocation Resource Center

Thursday, May 7		
1:15-2:00	12	USDA Travel Relocation Resource Center
	11	Travel – GovTrip; Conference Approval; New Contract Bank
	10	CPAIS – Personal Property
2:15-3:00	9	Internal Controls
	8	SmartPay 2
	4	FMMI Accounting Data Structure
3:15-4:00	6	Hyperion
	5	Managerial Cost Accounting - Tools; Standard Data Definitions
	7	Natural Resources Conservation Service (NRCS) Review of Open Obligations Tool (ROOT)
4:15-5:00	3	Update on NFC Systems and Services - webTA, Hosting, etc.
	2	FMMI Deployment 2 - "Getting Ready for FMMI Implementation"
	1	FMMI Deployment 1 – "What's Left to Be Done"

Attendance at all general sessions and 8 of the 12 breakout sessions qualify participants for approximately 18 CPE credits. Actual CPE credits will be based on attendance records. CPEs granted will be recorded in your AgLearn Learning History.